

**CLASS TITLE: ASSISTANT CHIEF, DIVISION OF PUBLIC BUILDINGS AND SECURITY COORDINATOR** **Class Code: 02545600**  
**Pay Grade: 35A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Deputy Chief, Division of Public Buildings in the administration of the building operating and maintenance program; to coordinate and supervise the Capitol Police Security Force and related security systems; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief and Deputy Chief, Division Public Buildings from whom are received general and specific work assignments; work is reviewed for conformance to policies and instructions.

**SUPERVISION EXERCISED:** Exercises direct supervision over the work of clerical employees; assists in supervising and reviewing the work of all other employees in the division.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Deputy Chief, Division of Public Buildings in the administration of the building operating and maintenance program involving activities such as cleaning, heating and repairing public buildings and the maintenance of grounds and parking areas.

To review requests for building maintenance work, such as plumbing and electrical repairs, received from various building supervisors and process routine requests and forward major or unusual requests to the Deputy Chief for approval.

To review and summarize building inspection reports and refer items of an unusual nature to the Deputy Chief.

To conduct frequent field inspections of public buildings, noting cleanliness of buildings and condition of repair.

To confer with and advise the Deputy Chief on the scheduling of major repair projects, the making of emergency repairs and related projects.

To coordinate and supervise the Capitol Police Security Force and related security systems.

To recommend to the Deputy Chief the requisition and purchase of security systems and equipment for the proper operation of building security.

To work with other law enforcement agencies in the operations of security as required.

To compile fiscal management programs in conjunction with the Deputy Chief, involving preparation of the preliminary divisional budget, maintenance of a quarterly allotment system, initiation of requests for transfer of funds, and maintenance of payroll records.

To assist in supervising and controlling procurement functions involving the review of requests for material, equipment and supplies, the preparation of purchase requisitions and the maintenance of records of appropriations and expenditures.

To write specifications and design prints of a technical nature involving construction repairs and replacement work to be used by contractors and/or vendors in the bidding for such work.

To compile data and information for use by the Chief and Deputy Chief in defining agency goals and determining appropriate policy.

To prepare regular and special reports.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of general building operating and maintenance activities; a working knowledge of security procedures and systems; a working knowledge of the materials used in building operating and maintenance; the ability to assist in the compilation and maintenance of the agency budget and related fiscal functions; the ability to prepare technical specifications and prints for repair projects; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: employment in a supervisory position in the field of building operation, security and maintenance involving the maintenance of related fiscal and clerical records.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 2, 1978

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